



Checklist



Corporation

For who:

Companies registered as [C-Corporations](#), [S-Corporations](#) or [Limited Liability Corporations \(LLC\)](#) with principal office located in the District of Columbia or the Washington Standard Metropolitan Statistical Area (WSMSA).

What to submit:

1. Complete the enclosed application.
2. Provide copies of the following documents:
 - a) Articles of incorporation
 - b) Articles of organization*
 - c) Business, professional and/or trade license(s) (if applicable)
 - d) By-laws of corporation and any amendments
 - e) Certificate of incorporation
 - f) Certificate of occupancy or home occupancy permit
 - g) Company profile, including a brief description of the products or services
 - h) District or State and Federal tax returns, last three years, and all schedules (signed)
 - i) Copy of each stock certificate issued (front and back) and stock ledger
 - j) Current financial statement (no older than 90 days)
 - k) Dun & Bradstreet number (DUNS)
 - l) Lease or deed for business site (signed)
 - m) Minutes of first and most recent organizational meeting
 - n) Most recent Certificate(s) of Good Standing (issued by Department of Consumer and Regulatory Affairs and Office of Tax and Revenue)
 - o) Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report)
 - p) Operating agreement*
 - q) Resumes of key personnel
3. Provide principal owner(s) documentation of eligibility:
 - a) Proof of citizenship (e.g. birth certificate, copy of passport and/or permanent resident card)
 - b) Proof of residency (e.g. copy of driver's license or DMV picture ID and copy of current utility bill or voter registration card)

[Corporation \(less than one year old\)](#)

All documentation as listed above and the following:

1. Business Plan
2. Proof of capital injection (e.g. current bank statement)
2. Submit personal District or State and Federal tax returns for the last three years (signed)

Note:

Companies with principal office located outside the District of Columbia must also complete and meet criteria as set forth in the [Waiver Application](#).

District or State and Federal tax returns may be signed by an authorized tax preparer.

* LLC Articles and Management documents



Checklist



Sole Proprietorship

For who:

Companies registered as a [sole-proprietorship](#) with principal office located in the District of Columbia or the Washington Standard Metropolitan Statistical Area (WSMSA).

What to submit:

1. Complete the enclosed application.
2. Provide copies of the following documents:
 - a) Business, professional and/or trade license(s), if applicable
 - b) Certificate of occupancy or home occupancy permit
 - c) Certificate(s) of Good Standing (Department of Consumer and Regulatory Affairs and Office of Tax and Revenue) (most recent)
 - d) Company profile, including a brief description of the products or services
 - e) District or State and Federal tax returns, last three years, and all schedules (signed)
 - f) Dun & Bradstreet Number (DUNS)
 - g) Financial statement (no older than 90 days)
 - h) Lease or deed for business site (signed)
 - i) Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report), if applicable
 - j) Proof of citizenship (e.g. birth certificate, passport or permanent resident card)
 - k) Proof of residency (e.g. copy of driver's license or DMV picture ID and copy of current utility bill or voter registration card)
 - l) Resumes of key personnel

[Sole-Proprietorship \(less than one year old\)](#)

All documentation as listed above and the following:

1. Business Plan
2. Proof of capital injection (e.g. current bank statement)
3. Submit personal District or State and Federal tax returns for the last three years (signed)

[Note:](#)

Companies with principal office located outside the District of Columbia must complete and meet criteria as set forth in the [Waiver Application](#).

District or State and Federal tax returns may be signed by an authorized tax preparer.



Checklist



Partnership

For who:

Companies registered as a [partnership](#) with principal office located in the District of Columbia or the Washington Standard Metropolitan Statistical Area (WSMSA).

What to submit:

1. Complete the enclosed application
2. Provide copies of the following documents:
 - a) Brief description of business or an abbreviated business plan (e.g. executive summary, operation plan, organizational structure and marketing outline, etc.)
 - b) Business, professional and/or trade license(s), if applicable
 - c) Certificate(s) of Good Standing (Department of Consumer and Regulatory Affairs and Office of Tax and Revenue) (most recent)
 - d) Certificate of occupancy or home occupancy permit
 - e) District or State and Federal tax returns for each partner, or Business Partnership Tax Returns, last three years, and all schedules (signed)
 - f) Dun & Bradstreet Number (DUNS)
 - g) Financial statement (no older than 90 days)
 - h) Lease or deed for business site (signed)
 - i) Partnership agreement, buy-out rights and profit sharing agreement
 - j) Proof of citizenship (e.g. birth certificate, passport or permanent resident card (submit only one)
 - k) Proof of residency (e.g. copy of driver's license or DMV picture ID and copy of current utility bill or voter registration card)
 - l) Resume for each partner

Partnership (less than one year old)

All documentation as listed above and the following:

1. Business plan
2. Proof of capital injection (e.g. current bank statement)
3. Submit personal District or State and Federal tax returns for the last three years (signed)

Note:

Companies with principal office located outside the District of Columbia must complete and meet criteria as set forth in the [Waiver Application](#).

District or State and Federal tax returns may be signed by an authorized tax preparer.



Checklist



Disadvantaged

For who:

Companies applying for **Disadvantaged Business Enterprise (DBE)** status with the **principal office** located in the District of Columbia or the Washington Standard Metropolitan Statistical Area (WSMSA).

What to submit:

Companies applying for DBE status only must submit all the required documents for the appropriate business structure (see checklists, Corporation, Partnership and Sole Proprietorship) and the information below. Companies already certified by the Local Business Opportunity Commission (LBOC) as LBE and/or SBE are required to submit the following:

Disadvantaged Business Enterprise Form and Letter Documenting:

1. Socially disadvantaged because the individuals have faced chronic, not fleeting, instances of prejudice or bias without regard to their qualities as individuals over which they have no control due to their identity as members of a group as evidenced by the following:
 - a) Documentation proving that the individuals seeking socially disadvantaged status as members of a group hold themselves out as members of the group
 - b) Documentation proving that the individuals seeking socially disadvantaged status have been isolated from the mainstream of American society not common to business persons not socially disadvantaged
 - c) Documentation proving that the individuals seeking socially disadvantaged status have personally suffered social disadvantage through treatment they have experienced
2. Economically disadvantaged because of diminished opportunities that have precluded these individuals from successfully competing in the open marketplace as evidenced by the following documentation:
 - a) The personal financial condition of the individuals seeking economically disadvantaged status
 - b) The financial condition of the business enterprise
 - c) The applicant's lack of access to credit, capital and the open Market which is not common to business persons in general

Note:

Newly established companies, less than one year old, **must** submit Personal District or State and Federal tax returns for the last three years (signed).

District or State and Federal tax returns may be signed by an authorized tax preparer.

To obtain additional information about this program, please contact the Office of Local Business Development, Certification Division at 202-727-3900 or e-mail us at olbd@dc.gov.

The Corporation Counsel may bring a civil action in the Superior Court of the District of Columbia against a business enterprise and the directors, officers, or principals that is reasonably believed to have obtained false certification by fraud or deceit or to have furnished substantially inaccurate or incomplete ownership information to the Commission. If found guilty under this subsection, a civil penalty of up to \$100,000 can be imposed in accordance with D.C. Law 12-268.